Job Opportunity

Commission on Teacher Credentialing
Ensuring high quality educators for California's diverse students, schools and communities

STUDENT ASSISTANTS (2 POSITIONS)

Salary:	Range A $8.41 - $8.99 Range B $8.99 - $9.66 Range C $9.66 - $10.38 Range D $10.38 - $11.20	**Work Hours:**	Varies between core hours of 8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Temporary/Intermittent	**Final Filing Date:**	Until Filled
Contact:	Darren Addington (916) 322-4359 daddington@ctc.ca.gov	**Office/Location:**	Commission on Teacher Credentialing Enterprise Technology Services Section 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options.

The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under supervision of the Data Processing Manager III, the Student Assistants are responsible for the following:

- Provide end-user desktop support. This includes periodic meetings with users, assessing user concerns, analyzing problems with user's systems, programs, or internet work needs.
- Assist other ETSS staff in receiving, setting up, and delivering new microcomputer systems including software installation and hardware configuration within a local area network (LAN) environment. Perform software upgrades and provide second-level microcomputer hardware and software. Troubleshooting support.
- Maintain and establish databases for inventories of hardware, software, repair services, purchases, vendors, users, training, etc.
- As team members, assist in the acquisition, installation, and monitoring of data communications hardware and software. Support network users, LAN support staff, data center staff, and vendors in isolation of hardware and software, network work malfunctions and problem determination.
- Other related duties consistent with goals and objectives of the projects to which student(s) are assigned, and with the mission of the Commission on Teacher Credentialing.

DESIRABLE QUALIFICATIONS:

Integrity – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC; ability to maintain strict confidentiality.

Expertise – be a reliable source of accurate information; knowledge of Microsoft Office 2003 software systems.

Teamwork – works collaboratively and in recognition of the contribution each makes to the common purpose of the CTC.

Respect – recognizes the validity of other points of view and treats others with civility.

Problem Solving – strives to find practical and effective solutions to achieving desired goals.

Work Ethic – good attendance, punctuality, and work attitude.

CONDITIONS OF EMPLOYMENT: *Fingerprint Clearance is required*.
Prior to obtaining employment with the Commission on Teacher Credentialing, all students must submit official transcripts, proof of enrollment in a minimum of six semester units, and maintain a 2.0 GPA or higher.

WHO MAY APPLY:
Individuals who currently attend or enrolled in an accredited college or university and are enrolled in not les than six semester units with a 2.0 GPA or higher and possess the desireable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:
Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Darren Addington. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, or Student Assistant*) and include RPA No. 08-154. The applications will be screened and only the most qualified applicants will be invited for an interview.